

Building a Team Charter

- A team charter lays out a clear description of the group's purpose. It also defines various roles, responsibilities, and operating rules in order to accomplish that purpose.
- Charters typically include a purpose statement, objectives, authority or boundary conditions (scope, constraints, resources, and schedule), and interface responsibilities. In a nutshell, a team charter provides a common vision or framework to keep the group focused on its objective. It should be reviewed at least annually and updated to reflect changes in membership, focus, and scope.
- The charter begins with a purpose statement. This is a brief one or two sentence statement explaining why the team exists. Of course, the purpose statement should align with, and support, WorkFirst's vision and mission statements.
- Next the charter should list the primary objectives the team is focused on. Objectives are usually stated in measurable terms.
- The last few sections of the charter define the scope of the team's charter. This is your opportunity as a group to decide on, and define, the organizational or operational boundaries within which the team is expected to operate. This section might also contain information about the resources available to the team to accomplish its objectives and the time commitment expected of team members.

Team Charter Template

1. Name of the LPA/Date Charter was Adopted
2. Purpose Statement – A brief one or two sentence description about the purpose of the group.
3. Expected Results– Objectives of the team stated in measurable terms.
4. Team Members - List the core members along with those that attend meetings on a regular basis in a support or advisory role. In this section, you might also identify specific functional level of expertise associated with each member.
5. Roles and Responsibilities - A brief statement about the roles and responsibilities of the members, including the lead and co-lead.
6. Primary Sponsors – Decide who has authority to make decisions for the team.
7. Meeting Schedule - Location of LPA meetings, time, date, etc.
8. Meeting Guidelines – Meeting etiquette, agenda development, note taking, attendance, etc.
9. Communication Plan - How will information be shared, who will be on the distribution list, contact information, and protocols.